

California Energy Commission



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Associate Energy Specialist (TED)
(Will consider an Energy Analyst)

TENURE: Limited Term (11 Months, may be extended)

TIME BASE: Full-Time

SALARY: Associate Energy Specialist - \$4,400-\$5,468
Energy Analyst - \$2,817-\$3,449 (Range A)
\$3,050-\$3,768 (Range B)
\$3,658-\$4,532 (Range C)

LOCATION: Energy Efficiency Research Office
Energy Research and Development Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

Under the direction and supervision of the Energy Commission Supervisor II (EFF), in the Energy Efficiency Research Office, the incumbent serves as a member of an interdisciplinary Building Energy Efficiency and/or Industrial, Agriculture and Water Research teams to plan, develop, implement and administer energy efficiency research, development and demonstration (RD&D) efforts. The incumbent performs a variety of complex analytical tasks in support of the Building Energy Efficiency and Industrial, Agriculture, and Water RD&D Programs.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

The work is performed in an indoor office or meeting room setting and involves sitting, standing, and/or walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel may be required to conduct detailed field inspections of projects and to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment; use a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; and participate in and lead meetings with other staff and with other agencies.

- Project management. The incumbent will manage all phases of a research project. Responsibilities include, but are not limited to: a) prepare work statements, budgets, schedules, and other materials necessary to finalize the funding agreement and contract document; b) identify measurable technical and economic objectives to be used to determine project success; c) maintain business relationships with the contractor; d) initiate and approve contract amendments; e) review contractor's monthly progress reports and prepare evaluations of the project; f) review and approve invoices; g) conduct independent and in-depth technical reviews of the work conducted by the contractor; h) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; i) provide presentations to office, division, and Commission management on the status of the project.

- Develop, select, implement and manage energy efficiency research contract and grant solicitations. Responsibilities include: a) develop program strategies and methodologies to focus solicitations on the most relevant RD&D opportunities; b) oversee the administration of solicitation activities including developing and writing solicitation documents, c) assist in conducting bidders' conferences, d) develop written summaries of evaluations prepared by consultants and state leads, and e) handle any contract/grant disputes that may arise. (E)
- Perform complex analysis. Activities will include collecting project information from all proposals; analyze energy savings and other data; and prepare technical reports, spreadsheets and databases. The incumbent may perform analyses related to the economic evaluation of building related energy efficiency technologies. Provide program results to counterparts at other state agencies and Energy Commission staff from other divisions.(E)

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #580-111 and Position #5800-4056-004 in the explanation section of the STD. 678.**

PLEASE NOTE: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Jill Ford (RPA 580-111)
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4521
personnelservices@energy.ca.gov

**California Relay (Telephone) Service for the
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From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922